



STATE OF MICHIGAN  
TERRI LYNN LAND, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

**DATE:** June 6, 2007  
**TO:** Committees using MERTS Plus Campaign Finance Software  
**FROM:** Michigan Department of State, Bureau of Elections  
**SUBJECT:** IMPORTANT NOTICES

**The following important notices are provided to you to assist you in maintaining and filing your MERTS Plus Campaign Finance electronic campaign statements.**

### **Archiving Your MERTS Plus File**

A new procedure has been created to assist you in archiving or saving your current MERTS Plus data set. The data set is all of the information you have entered into the software such as your transactions, names and reports. The archiving procedure saves a complete copy of your existing data set for storing while retaining all of the names and addresses you have entered into the software. Once the archiving process is completed, you can move forward to enter new transactions into the software. Archiving is highly recommended and can be easily accomplished by any MERTS Plus user.

The procedure can be found at [www.mertsplus.com](http://www.mertsplus.com) and selecting "Recent Updates" or you may contact our office to have a copy emailed or mailed to you.

If you have questions please feel free to contact Irene DelRio at [delrioi@michigan.gov](mailto:delrioi@michigan.gov) or by phone at 517-373-2540.

### **Back-Up Your MERTS Plus File**

Regardless of whether or not you choose to archive your files as described above, it is recommended that you back-up your data set each and every time you work in the program!

To back up your Merts Plus file:

1. Select "File"
2. Select "Save As."
3. Save the file under a name you will remember.
4. Make several copies of the file on CD or Diskette and store them in a secure place.
5. Give copies to all of the committee members who work in the program.
6. Make sure that all committee members who work in the program receive copies of each back up file that you create.

The effort put into creating back-up is well worth it and will save you time (and stress) if your Merts Plus data set is lost. Please note that the Bureau of Elections cannot retrieve lost data files for you. Therefore, if your data set is lost for any reason, you will be required to re-create the file. Please make backing up your file a regular part of your routine.

### **Change in Acceptance of Driver's License Numbers**

The Campaign Finance electronic filing system was changed to reject Campaign Finance Electronic filings containing Driver's License Numbers. Filings with information will trigger an error message indicating that the file contains Driver's License Number data. The message will further advise you to remove the data and try again.

Please take some time to review your names records and delete any data in the Driver's License Number field. We apologize for any inconvenience this may cause.

### **Questions?**

Merts Plus Technical Support may be contacted by phone at (703) 749-4642 or by email at [mertstechsupport@nicusa.com](mailto:mertstechsupport@nicusa.com).